

Guide for District Youth Exchange Chairs

青少年交換主委指南

2014.9.23

Connecting students to communities around the world
凝聚全球的學生與社會

Rotary Youth Exchange gives thousands of students the opportunity to immerse themselves in a new culture and way of life, and it is also a powerful way to promote global understanding and peace. As you settle into the new Rotary year, consider how you and your team will make the most of this unique program.

扶輪青少年交換計劃使得數以千計的學生能有機會浸淫體驗新的文化與生活方式，同時也是一項強而有力的工具來增進國際間的相互瞭解與和平。在邁入新的扶輪年度之際，請您思考如何與您的團隊充分利用這項獨一無二的計劃。

As chair, you are responsible for coordinating and promoting Youth Exchange activities within your district, operating Youth Exchange in accordance with RI policy and certification requirements, and communicating with RI, the district governor(s), and clubs. To help you in this role, read about the tools and program updates below and share them with those involved in Youth Exchange in your area.

身為主委，您的責任是統合並推動您地區轄內的青少年交換活動，依據國際扶輪方針以及認證規範辦理青少年交換，並與國際扶輪、地區總監以及各個扶輪社聯繫溝通。為協助您擔任此職，請閱讀以下所列方法以及計劃之最新資訊，並與您地區內參與青少年交換者分享。

Explore the program

瞭解計劃

Join the workgroup

參加工作小組

The Youth Exchange workgroup provides 24/7 access to the latest Youth Exchange-related documents. Resources available include the most recent directory, incident and early return report forms, Youth Exchange publications, past annual reports, and the Rotary Code of Policies.

青少年交換工作小組提供每週七天每天二十四小時最新青少年交換相關文件的存取。可供使用的資源包括最新的名錄、事故及提早遣返報告表格、青少年交換出版品、歷年年度報告以及扶輪政策彙編。

In order to access the workgroup, sign in to [My Rotary](#) and click on the 'Workgroups' link on your profile page. If you have any difficulty accessing the workgroup, please contact youthexchange@rotary.org.

請登入我的扶輪，在您的個人頁面點選「Workgroups」連結，即可進入工作小組。如無法進入工作小組網頁，請與 youthexchange@rotary.org 聯繫。

Use the Youth Exchange Directory

利用青少年交換名錄

The 2014-15 Youth Exchange Directory is the key tool for organizing exchanges, developing international contacts, and fostering discussions on exchange issues and best practices with colleagues worldwide. The directory includes contact information for each district certified to participate in Rotary Youth Exchange and multidistrict Youth Exchange organizations.

2014-15 年度青少年交換名錄為籌辦交換活動、拓展國際間的聯繫交流、以及與世界各國社友討論交換活動議題以及最佳實務做法的主要工具。名錄中列有通過扶輪青少年交換活動認證的地區以及多地區聯合青少年交換組織的聯絡資訊。

District and multidistrict chairs receive the directory in quarterly mailings, but the resource can also be downloaded by visiting the Youth Exchange workgroup under the 'Shared Documents' tab. The directory is updated as needed, so visit the workgroup regularly to ensure you have the most recent version.

地區以及多地區主委在每季發送的電子郵件中會收到名錄，您也可至青少年交換工作小組網頁點選「Shared Documents」頁籤下載名錄。由於名錄於必要時會進行更新，請定期造訪工作小組以確保取得最新版本的名錄。

Subscribe to the Youth Exchange newsletter

訂閱青少年交換電子報

Join over 20,000 Rotarians, students, and volunteers that have [subscribed to the Youth Exchange e-newsletter](#). This newsletter is available bi-monthly in English only and includes news and highlights for all those interested in Youth Exchange.

已有超過兩萬名扶輪社友、學生及志工訂閱青少年交換電子報（點選 [subscribed to the Youth Exchange e-newsletter](#)）。請加入他們的行列。這份電子報為雙月刊，僅以英文發行，它為所有對於青少年交換有興趣的讀者提供相關新聞及精彩集錦。

Network with other district chairs

與地區其他主委建立聯繫網絡

If you haven't done so already, make sure to communicate with your district's 2013-14 district chair and, if applicable, your multidistrict chair and district youth protection officer, to coordinate your district's activities.

為協調整合您地區內的活動如果您尚未與地區內其他主委建立聯繫網絡，請務必與您所屬地區 2013-14 年度地區主委聯絡。地區內如設有多地區主委以及地區青少年保護委員，也請與他們聯繫。

There are also a number of ways that RI can help you connect with other Youth Exchange officers (YEOs) from around the world:

國際扶輪也提供一些管道協助您與世界各地其他青少年交換委員會委員交流：

- Register your My Rotary account and join one of the many groups started by Rotarians [here](#)
- 註冊我的扶輪（My Rotary）帳號，扶輪社友建立了許多小組，加入其中一個小組（點選 [此處](#)）。
- Join the official Rotary Youth Exchange Alumni LinkedIn group, comprised of Rotarians, volunteers and former students [here](#)
- 加入 LinkedIn 網站中由扶輪社青少年交換之前交換學生成立的官方群組，該群組的成員係由扶輪社友、志工以及前交換學生所組成（點選 [此處](#)）。
- Attend the 2015 YEO Preconvention meeting on 4-5 June in São Paulo. Registration information is available [here](#)
- 參加訂於 2015 年 6 月 4-5 日於聖保羅舉行的青少年交換委員會前會議。報名資訊請點選 [此處](#)。

Experienced YEOs have also created a number of resources that are available to assist YEOs at the regional level:

在區域的層級，經驗豐富的青少年交換委員也建立了一些資源來協助青少年交換委員：

- Message groups, such as [YEOTalk](#), a North American [message group](#) administered by the North American Youth Exchange Network (NAYEN), or [YEOTalkBR](#) a Brazilian message group
- 通訊群組，例如由北美青少年交換網絡（NAYEN）管理的北美通訊群組 [YEOTalk](#)，或是巴西通訊群組 [YEOTalkBR](#)。
- Regional Youth Exchange conferences, as listed under the [Upcoming Events](#) section below
- 區域青少年交換會議，相關資訊請參閱下方 [近期活動欄](#)。

Contact the RI Youth Exchange Committee

與國際扶輪青少年交換委員會聯繫

Share your ideas to improve Youth Exchange with the [2014-15 Youth Exchange Committee](#). The committee provides guidance to the RI Board of Directors on all aspects of the program and the annual preconvention meeting.

請與 2014-15 年度青少年交換委員會（[2014-15 Youth Exchange Committee](#)）分享您有關改善青少年交換活動的想法。該委員會針對不同面向的交換計劃以及年度會前會議題，為國際扶輪理事會提供指引。

Youth Exchange certification

青少年交換認證

Recertifying? Redistricting?

重新認證？地區重劃？

If your district has been asked to resubmit certification materials because it has been selected for recertification or because your area has been redistricted, familiarize yourself with any upcoming deadlines. Reach out to RI staff with any questions or concerns; extensions to deadlines may be requested by emailing youthexchange@rotary.org.

如果您所屬地區因為必須重新進行認證，或因為地區重新劃分，必須重新提交認證資料，請留意提交資料的期限。如有任何問題或疑慮，請與國際扶輪職員聯繫。如須延期，得以電子郵件向 youthexchange@rotary.org 提出申請。

Review your district's certification status

檢視您地區的認證資格

We greatly appreciate the time and resources that districts invest in maintaining their certification status and we are committed to providing helpful service and support to you. Currently, there are 462 districts certified to participate in the Rotary Youth Exchange program in over 80 countries and geographical areas, which comprises 86% of districts total worldwide. 國際扶輪非常感謝各地區為維持認證資格所付出的時間以及資源，而國際扶輪也致力為您提供協助與支援。目前計有超過八十個國家及區域的四百六十二個地區通過參與扶輪青少年交換計劃認證，佔全球地區總數的百分之八十六。

Check the certification status of your district (and the non-districted areas across the Rotary world) in the most recent Youth Exchange Directory, which you can download from the

workgroup site. If you have any questions regarding your district's certification status please contact youthexchange@rotary.org.

請檢視最新的青少年交換名錄，確認您所屬地區（以及扶輪世界中未劃分地區的地方）的認證資格。您可從工作小組網站下載名錄。如對於所屬地區認證資格有任何疑問，請洽 youthexchange@rotary.org。

Confirm your partner districts' certification regularly

定期確認夥伴地區的認證資格

The most recent list of non-certified districts is available in the Youth Exchange Directory and also online [here](#). It is your district's responsibility to ensure that no exchanges are planned or administered with non-certified areas; unauthorized exchange activity can jeopardize your district's certification.

未獲認證地區的最新名單可於青少年交換名錄以及上網點選[此處](#)查詢。地區有責任確保不與未獲認證的區域規劃或進行交換活動。交換活動未經許可者，其所屬地區的認證資格將可能被取消。

If one of the districts with which you have planned an exchange has recently become non-certified, contact youthexchange@rotary.org to discuss your options so as not to penalize the students involved.

倘若您計劃與其進行交換活動的地區被取消認證資格，請與 youthexchange@rotary.org 聯絡，以討論解決方式，避免參與活動之學生權益受損。

Partner with an outbound-only district

與僅獲派遣資格認證之地區建立夥伴關係

Help bring Youth Exchange opportunities to students who might not otherwise be able to participate by partnering with a district certified for outbound-only exchanges. Consider offering sponsorship to students in these underrepresented areas or exploring other means of offsetting costs that would otherwise prohibit their participation, such as utilizing [district grants](#). One-way exchanges can also benefit future service projects and partnerships through other programs, such as Rotary Friendship Exchange or global grants.

您可藉由與那些只通過派遣交換資格認證的地區建立夥伴關係，俾協助該些地區的學生獲得參與青少年交換的機會。請考慮為該些弱勢區域的學生提供資助，或思考其它降低費用的方式，例如發給[地區獎助金](#)，以免高昂的費用成為該些學生參與交換計劃的阻力。單向的交換活動對於將來的服務計劃以及其它計劃中的夥伴關係，例如扶輪友誼交換或全球獎助金，亦將有所助益。

Districts certified for outbound-only exchanges are listed in the Youth Exchange Directory by an "OB" next to their district number.

僅獲派遣交換資格認證的地區列於青少年交換名錄中，其地區編號旁標示有「OB」字樣。

Required reporting

必要之通報

Serious student incidents and early returns

重大學生事故以及提早遣返

Rotary policy requires that all serious student incidents (including student early returns, serious accidents, hospitalizations, legal troubles, and all allegations of sexual abuse or harassment involving any students) must be reported to RI **within 72 hours of the time a district officer learns of the incident**. We understand that you may not know all the details involved with the situation by 72 hours, but reporting this information early on is critical to ensuring student safety and allows our staff to assist you in maintaining your district's certification. To assist you in

reporting a serious student incident, the [Incident Report Form](#) and [Early Return Report Form](#) can be used. Access these forms on the Youth Exchange workgroup or by contacting youthexchange@rotary.org.

依據扶輪政策的規定，任何重大的學生事故（包括學生提早遣返、重大意外、住院、法律糾紛以及任何牽涉學生之性侵害或性騷擾指控），皆應於地區委員知悉後七十二小時內向國際扶輪通報。我們了解您或無法在七十二小時內掌握事故的全盤狀況，但是及早通報對於確保學生安全至為關鍵，同時也能讓國際扶輪職員協助您維持所屬地區的認證資格。您可利用[事故報告表格](#)以及[提早遣返報告表格](#)來協助您通報重大學生事故。該些表格可於青少年交換工作小組網站上取得或洽youthexchange@rotary.org 索取。

Inbound student data

接待學生資料

Districts must also submit data for all **inbound students** prior to their arrival and when their host family information changes. This data must be submitted for long-term and short-term exchanges and include the following information:

地區也必須在接待學生抵達前，以及其接待家庭資訊變更時，繳交所有**接待學生**的資料。繳交資料之規定，適用長期與短期的交換，並應包含以下資訊：

- Exchange type (short-term or long-term)
- 交換的種類（短期或長期）
- Student name and contact details in home country
- 學生姓名以及於母國的聯絡資訊
- Gender
- 性別
- Date of birth
- 出生日期
- Emergency contact information in home country
- 於母國的緊急聯絡資訊
- Sponsoring district
- 派遣地區
- Host district
- 接待地區
- Sponsoring club
- 派遣社
- Host club
- 接待社
- Host parent contact details (if applicable)
- 接待家長聯絡資訊（如適用時）
- Host counselor contact information (if applicable)
- 接待社輔導顧問聯絡資訊（如適用時）

Student data may be submitted in the form of copies or scans of guarantee forms, spreadsheets, or other formats, as convenient. When this information changes during the course of an exchange (such as host parent contact details), updated data must be provided to RI.

繳交的學生資料得為保證表格之影本或掃描本、電子表格或其它格式。交換期間內該資料如有異動（例如接待家長聯絡資訊），應將更新的資料送交國際扶輪。

New this year

本年度新措施

District grants can now support Youth Exchange

地區獎助金現得用以資助青少年交換

A recent decision by The Rotary Foundation Trustees expands eligibility for district grants to include Rotary's youth programs, including Rotary Youth Exchange, so long as they are not used to fund lineal descendants of Rotarians. [Read more about this important change](#) and talk to your leadership team about how district funds can advance Rotary's programs for young leaders, support youth-led service projects, and connect young people to new Rotary opportunities.

扶輪基金管理委員會最近做成一項決議，同意地區獎助金得用以獎助扶輪青少年計劃，包括扶輪青少年交換，惟不得用於資助扶輪社友之直系親屬。更多關於此項重要變革之訊息，[瞭解更多有關此重要變動之資訊](#)，並請與您的領導團隊討論如何運用地區基金，來推動以青年領袖為對象的扶輪計劃，支援青少年領導的服務計劃，並讓青少年有參與扶輪的新機會。

Now available: Online 2014-15 Youth Exchange certificates

2014-15 年度青少年交換證書已上線

The 2014-15 Youth Exchange certificates are now available online as writeable PDF files so you can access them at any time. [Download the certificates](#) to recognize your district's Youth Exchange students for contributing to world peace, advancing international understanding, and sharing goodwill.

2014-15 年度青少年交換證書可編寫式 PDF 檔案已上線，方便您隨時存取。[下載證書](#)，用以表揚您地區內青少年交換學生對於促進世界和平、增進國際間的瞭解、以及分享善意所作的貢獻。

New ways to engage alumni

前交換學生參與扶輪的新管道

Now it's easier than ever to engage alumni in the life of the district and keep them involved with Rotary. The RI Board recently expanded the definition of Rotary alumni to include past participants of all Rotary programs, including Rotary Youth Exchange. Now, for the first time, Youth Exchange alumni can join current Rotaractors, Rotarians, and other program alumni in [Rotarian Action Groups](#). As experienced program alumni, former students can help Rotary clubs and districts plan and carry out community development and humanitarian service projects, while deepening their connections to other service-minded leaders around the world. [Find out more](#) and spread the word to alumni in your district.

前交換學生現在將更容易參與地區事務，投入扶輪活動。國際扶輪理事會最近放寬了扶輪前參加人的定義，將曾經參與各類扶輪計劃之參加人，包括扶輪青少年交換在內，納入前參加人的範圍。青少年交換之前交換學生有史以來第一次能夠與扶輪青年服務團、扶輪社友以及其它計劃的前參加人一起加入[扶輪行動小組](#)。身為具有經驗的計劃前參加人，前交換學生能協助扶輪社與地區來規劃、執行社區發展及人道服務計劃，同時也能加強其與全球其他有志服務的領袖間的連結。更多詳情，請點選[瞭解更多資料](#)，並向前交換學生廣為宣導。

Additionally, consider promoting the [Rotary Program Participation Survey](#) to former students so they can stay connected to Rotary and find information on Rotarian Action Groups and future opportunities that may interest them.

此外，您可思考請前交換學生參與[扶輪計劃參加調查](#)，俾使前交換學生保持與扶輪間的聯繫，獲得有關扶輪社員行動團體的資訊，未來如有他們感興趣的機會，也能取得相關訊息。

New resources for programs using student databases

使用學生資料庫計劃的新資源

Does your exchange program utilize a database to collect student information? Would you like to make it easier to share this data with your exchange partners that also use databases, removing the need for any data to be manually re-entered?

您的交換計劃是否使用資料庫來搜集學生資料？對於同樣也使用資料庫的交換夥伴，您是否希望有更簡單的方式能將這些資料與他們分享，避免重新手動輸入資料的麻煩？

Last year, administrators of the major databases utilized by many Rotary Youth Exchange programs discussed how to enhance and automate the data sharing process. As a result of these discussions, the group has developed an [XML schema file](#) that can be used to automatically pull the data entered into the [NAYEN long-term Youth Exchange application form](#) into a file format that can be easily shared and integrated with your exchange partners' databases.

去年，許多扶輪青少年交換計劃所主要使用資料庫的管理員，對於資料共用程序的改善及自動化進行了討論。小組於討論後研發了一個 [XML schema](#) 檔案，可將輸入於 [北美青少年交換網路長期青少年交換申請表](#) 的資料，自動拉入一種方便與交換夥伴的資料庫分享與整合的檔案格式。

As each database may operate differently, we encourage you to speak with your database administrator to confirm how your program can best utilize this resource to assist in the integration of student data across exchange partners. Questions about this overall process can be sent to youthexchange@rotary.org. Youth Exchange staff will work with the lead administrators to assist inquiries.

由於每個資料庫的運作方式不盡相同，我們建議您與您的資料庫管理員聯繫，確認您的計劃是否能運用此項資源，以協助交換夥伴間學生資料的整合。如對此整體程序有任何疑問，請洽 youthexchange@rotary.org。青少年交換工作人員將與主導的管理員合作，協助處理相關問題。

New Generations Service Exchange

新世代服務交換

New Generations Service Exchange is an opportunity for young leaders to realize their strengths while using their skills to help others in communities around the world. New Generations Service Exchanges are open to young adults up to the age of 30, but no younger than the age of majority in the host country. Exchange activity is under the oversight of district New Generations committees and is not subject to Youth Exchange certification requirements. 新世代服務交換為青年領袖提供實踐所長的機會，同時也藉由他們的能力在全球社區協助他人。新世代服務交換之交換生年齡限制為三十歲以下，但不得低於接待國的法定成年年齡。交換活動受地區新世代委員會之監督，且不受青少年交換認證規定之限制。

New Generations Service Exchanges can be for individuals or groups, one-way or reciprocal, and last up to six months. The flexibility of New Generations Service Exchange—and its strong humanitarian and vocational service focus—allows districts to develop highly customized exchange experiences that meet the needs of young adults. See how [District 5490](#) welcomed New Generations Service Exchange participants and join the conversation on [My Rotary](#) to build exchange partnerships with districts worldwide.

新世代服務交換之交換生得為個人或團體，得以單向或雙向方式進行，交換期限最長為六個月。由於新世代服務交換的彈性規定，加上它特別著重於人性化設計及職業服務，使得地區能發展出量身打造的交換活動，以滿足青年人的需要。請看 [5490 地區](#) 如何歡迎新世代服務交換之交換生，也請至 [我的扶輪](#) 加入討論，與世界各地地區建立交換夥伴關係。

Want to find out more? Email us at programs@rotary.org to receive special New Generations Service Exchange emails throughout the year. Has your district designed a New Generations Service Exchange? [Email us](#) to share your story. We may feature your district in an upcoming communication.

想要瞭解更多資訊嗎? 您可寄電子郵件至 programs@rotary.org，即可一整年都收到與新世代服務交換相關的電子郵件。您所屬地區是否曾設計一項新世代服務交換活動？請以電子郵件與我們分享您的故事，近期的通訊即可能出現您地區的特別報導。

Contact us 與我們聯繫

The staff at RI is happy to serve as a resource to you throughout the year. If you have any questions, comments, or concerns, please feel free to contact us by e-mail at youthexchange@rotary.org or by phone at [+1-847-866-3421](tel:+1-847-866-3421).

國際扶輪職員很高興能在這一整年為您服務提供資源。如有任何問題、建議或疑慮，歡迎您以電子郵件或電話與我們聯繫，請洽 youthexchange@rotary.org，或撥 [+1-847-866-3421](tel:+1-847-866-3421)。

Sincerely,
謹上

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cc: 2014-15 Youth Exchange Committee
2014-15 Multidistrict Youth Exchange Chairs
Regional Youth Exchange Group Leaders

副本： 2014-15 年度青少年交換委員會
2014-15 年度多地區青少年交換主委
區域青少年交換小組領導人

Resources & reference

資源及參考資料

Youth Exchange resources on My Rotary

我的扶輪上的青少年交換資源

Youth Exchange workgroup

青少年交換工作小組

Youth Exchange Handbook

青少年交換手冊

Abuse and Harassment Prevention Training Manual and Leader's Guide

侵犯及騷擾防治訓練手冊及領導人指南

Lead Your District: Committees

領導您的地區：委員會

Upcoming events

近期活動

Note: This list is informational only and does not constitute an endorsement of any event. Please contact event organizers for details.

附註：本表僅供參考，並不為任何活動提供背書。如需進一步瞭解，請聯繫活動主辦單位。

September: New Generations Month

九月：新世代月

2014 Rotary Youth Exchange Australia (RYEA) Conference

Townsville, Australia

10-12 October

2014 年澳洲扶輪青少年交換 (RYEA) 會議

澳洲湯斯維爾

10月 10-12日

2014 Brazilian YEO Meeting

Campo Grande, Brazil

13-15 November

2014 年巴西青少年交換委員會會議

巴西格蘭德營

11月 13-15日

2015 North American Youth Exchange Network (NAYEN) Conference

Little Rock, Arkansas, USA

20-22 February

2015 年北美青少年交換網絡 (NAYEN) 會議

美國阿肯色州小岩城

2月 20-22日

[2015 Youth Exchange Officers Preconvention](#)

São Paulo, Brazil

4-5 June

2015 年青少年交換委員會前會

巴西聖保羅

6月4-5日

[2015 Rotary Convention](#)

São Paulo, Brazil

6-9 June

2015 年國際扶輪年會

巴西聖保羅

6月6-9日

[2015 Europe, East Mediterranean, and Africa \(EEMA\) Conference](#)

Antalya, Turkey

4-6 September

2015 年歐洲、東地中海及非洲 (EEMA) 會議

土耳其安塔利亞

9月4-6日

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